

## City of Sumter



### **VACANT POSITION**

#### **Executive Assistant for Administration**

**Job Purpose:** To provide executive-level administrative support to the office of the City Manager and the Assistant City Manager. Duties will include but not limited to composing and preparing correspondence and reports, managing and maintaining their filing system, greeting visitors, responding to telephone/voicemail/email inquiries, researching and responding to service requests and/or referring request to the appropriate department, maintaining City Manager's calendar, booking appointments, scheduling meetings, coordinating communication among departments, preparing check requests, and expense reports. Reports to the Administrative Services Director.

**Minimum Qualifications:** Bachelor's degree in Public Administration, Business, or related field with 3 years responsible executive level administrative support experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must be self-directed, highly motivated, and capable of working effectively with limited supervision. Also must have excellent oral and written communication skills plus be proficient in the use of Microsoft Word, Excel, Access, Outlook, and PowerPoint.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov)  
to:

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150